

**CERTIFICATION**

State law requires certification by the owner or officially authorized representative. Please print all information except signature.

Name of property \_\_\_\_\_

Property address \_\_\_\_\_

Type of project or building \_\_\_\_\_

Owner(s) Name(s) \_\_\_\_\_

All information, including the accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief are true, correct, and complete.

Management firm \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ E-mail \_\_\_\_\_

**A. ANNUAL OPERATING INCOME (Calendar Year 2021)**

1 Potential gross rent (100% occupancy) ..... \_\_\_\_\_

2 Rental income – minimum ..... \_\_\_\_\_

3 Rental income - overage ..... \_\_\_\_\_

**4 Total Potential Gross Rent** ..... \_\_\_\_\_

**5 Vacancy (do not include bad debt allowance)** ..... \_\_\_\_\_

**6 Effective Gross Rent (Line 4 minus Line 5)** ..... \_\_\_\_\_

7 Other Income:

8 Common area charges ..... \_\_\_\_\_

9 Real estate taxes ..... \_\_\_\_\_

10 Insurance ..... \_\_\_\_\_

11 Other escalation charges ..... \_\_\_\_\_

12 Income from sale of utilities ..... \_\_\_\_\_

13 Miscellaneous income ..... \_\_\_\_\_

**14 Total Other Income (Sum of Lines 8-13)** ..... \_\_\_\_\_

**15 TOTAL INCOME FROM ALL SOURCES (Sum of Line 6 and Line 14)** ..... \_\_\_\_\_

**B. OPERATING EXPENSES (Calendar Year 2021)**

16 Maintenance Expenses:

17 Roof repair ..... \_\_\_\_\_

18 Building ..... \_\_\_\_\_

19 Parking lot ..... \_\_\_\_\_

20 Utilities ..... \_\_\_\_\_

21 Security ..... \_\_\_\_\_

22 Enclosed mall - HVAC ..... \_\_\_\_\_

23 Snow removal ..... \_\_\_\_\_

24 Trash removal ..... \_\_\_\_\_

25 Landscaping ..... \_\_\_\_\_

26 Elevator/escalator ..... \_\_\_\_\_

**27 Total Maintenance Expenses (Sum of Lines 17-26)** ..... \_\_\_\_\_

28 Office Area Services Expenses:

(General and Administrative)

29 Leasing agent fees .....	_____
30 Bad-debt allowance .....	_____
31 On-site payroll and benefits .....	_____
32 Professional services .....	_____
33 Other .....	_____
<b>34 Total General and Administrative Expenses (Sum Lines 29-33)</b> .....	_____
<b>35 Total Advertising and Promotions Expenses</b> .....	_____
<b>36 Total Liability and Other Insurance</b> .....	_____
<b>37 Real Estate Taxes</b> .....	_____
<b>38 TOTAL OPERATING EXPENSES (Sum of Lines 27 and Lines 34-37)</b> .....	_____
<b>39 NET OPERATING INCOME (Line 15 minus Line 38)</b> .....	_____

C. LEASING INFORMATION

Total occupancy area (total floor space) .....	_____	SF
Gross leasable area (total floor area designed for tenants' occupancy and exclusive use) .....	_____	SF
Total average annual area vacant .....	_____	SF
Asking rent per square foot for vacant space .....	_____	SF

D. COST INFORMATION (applicable if property built within past 5 years)

Estimated total construction costs when built .....	_____
Price of land when purchased .....	_____
<b>Total Costs</b> .....	_____

E. SALES INFORMATION (applicable if the property transferred in the last 3 years)

Date acquired _____	Price \$ _____
Date sold _____	Price \$ _____

F. ADDITIONAL INFORMATION

- Provide any other information you consider pertinent to the valuation of the property.
- Please attach your most recent and detailed rent roll. Please be sure the rent roll includes the tenants' gross leasable area (GLA), the lease duration, minimum and overage rent, escalation charges, total receipts, percentage basis, area charges, and other collections.
- Has there been a professional appraisal on this property in the last five year? ☐ Yes ☐ No  
If yes, appraiser's estimate of value: \$ \_\_\_\_\_ Appraisal Date \_\_\_\_\_
- Has the property had capital improvements or capital renovations during the reporting period? ☐ Yes ☐ No  
If yes, please provide the total cost here and attach a detailed list of improvements on a separate page.  
**Reflect only those capital costs that were actually expensed in calendar years 2020 & 2021.**

Total Capital Cost: \$ \_\_\_\_\_

G. DEBT SERVICE – Please provide information regarding any loan placed on this property within the last 5 years.

Loan Amount	Loan Date	Term	Interest Rate (%)	Payment (P&I)	Payment Frequency (Month or Year)
1.					
2.					